POSITION DESCRIPTION

AGENCY/DEPT ID		
DAS510120		
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE OAKS Project Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073332

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
OAKS Program Director	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 18 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm

JOB CODE TITLE: Data Systems Administrator

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Serves as Program Director for Ohio Administrative Knowledge System (OAKS) Support Division responsible for managing architecture, technology & personnel: provides executive assistance to Office of Information Technology (OIT), IT Shared Solutions Deputy Director & staff in areas relative to OAKS and enterprise applications; supervises lower-level managers & administrative staff (e.g., approves leave, evaluates performance, sets goals, provides career development); oversees all aspects of OAKS application to ensure consistent, 24X7 support to users; administers design, implementation, & maintenance of OAKS system including Managed Services vendor functions; establishes & develops strategic plan, vision & direction; prepares reports for IT Shared Solutions Deputy Director; drafts & reviews enterprise policies &/or procedures that support overall management & direction of OAKS; advises IT Shared Solutions Deputy Director, agency representatives, vendors & other stakeholders on technical issues; manages customer relationships; based on business needs of OIT, develops vision for new & expanding OAKS technological initiatives.	**Knowledge of** (1) computer science (e.g., computer hardware/software applications, industry equipment standards); (2) project & program management; (3) budgeting; (4) government structure & process*; (5) agency policies & procedures*; (6) supervisory principles & techniques; (7) OAKS PeopleSoft application; **Skill in** (8) operation of personal computer & associated hardware/software; **Ability to** (9) manage senior staff; (10) evaluate multiple variables & determine specific course of action; (11) communicate technical information orally & in writing to broad audiences; (12) use statistical analysis; (13) foster environment of morale & cooperation.
30	Advises State CIO, department directors, deputy directors, agency representatives, legislature, vendors & other stakeholders on OAKS technical issues, trends & future requirements: represents state on various committees & organization; attends & interacts with various technical advisory services (e.g., Gartner group); represents OAKS at conferences; gives testimony to legislators & provides information to acquaint stakeholders with OAKS capabilities. Position is in unclassified service per Section 124.11(A)(9) of Ohio Revised Code.	**Knowledge of** 1-5, 7 **Skill in** 8 **Ability to** 9-13 *developed after employment

JOB CODE 64135

HRD 11-7-13 [illegible]

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 10/31/13